



Louisiana Chapter

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

RE: 10th Annual NIGP Products Exposition
September 14, 2006
Lamar Dixon Expo Center, Trade Mart Building, Gonzales, LA

It is time to plan for our upcoming 2006 NIGP Products Expo. After last year's devastating experience with two major hurricanes hitting our state back-to-back, we are moving forward, but hoping for a much calmer time at this year's Expo! Since the New Orleans area is still recovering, and travel for state employees continues to be limited, we are moving our event this year to the Lamar Dixon Expo Center in Gonzales, LA. We usually have around 250 purchasing and administrative personnel from state agencies, parish and city government, and colleges and universities attending this event. This year, with the close proximity to Baton Rouge, we hope to have even more attendees than usual. The Products Expo will be held on Thursday, September 14, 2006, and will be followed by a social reception that afternoon. On Friday, September 15, we will have a [Reverse Trade Show](#), and several educational classes offered specifically for vendors.

Booth space for advertising will be \$500.00 if you register by the Early Bird deadline of June 30, 2006. Anyone registering after June 30 will be charged \$550.00. If you are interested in participating, please complete the [attached application](#) and return it at the earliest possible date to ensure booth availability. Advertisements in the conference program will also be available for purchase. Prices are included in the attached list showing [other types of sponsorship](#). The final deadline for receipt of your application, along with payment for all booths, ads, and submission of all ad copy is August 21, 2006.

In addition to booth space at the Expo, we also offer vendors the opportunity to [sponsor meals and events](#) at the Expo, including the luncheon on Thursday, and the [vendor/delegate reception](#) held following the Expo that afternoon. The State Ethics Code says that vendors can sponsor a luncheon or hospitality suite/event so long as a representative of the vendor is present during the event. If you are interested in sponsoring a meal or hospitality event, please indicate on the attached Vendor Application, and someone will contact you with the information needed to deal directly with the facility. Sponsorships will range from a minimum of \$200.00 and up. Depending on the level of sponsorship and the type of event, vendors will either be able to hang banners and pass out literature, be listed on a marquee, be seated at the head table and introduced during meals, or given a few minutes to speak about your company to the delegates. All sponsors will also be given advertisements in the Expo Program, which is given to every attendee.

If you have any questions, please contact our Event Coordinator, Jamie Foil. Jamie will be your first point of contact. She will provide information and answer your questions. You can contact Jamie at (225) 907-3718. If you decide you want to participate in the Expo, Jamie will forward your written intent to the appropriate committee member who will get with you to work out the details. Your participation in our NIGP Products Exposition is welcomed and appreciated!

[Vendor Contract Agreement](#)
[Hotel Information](#)

[Lamar Dixon Expo Center Map](#)
[Reception Registration Form](#)

[Vendor Door Prize Ethics](#)

A Non-Profit Educational and Technical Organization of Government Agencies
P. O. Box 4445
Baton Rouge, LA 70821
Telephone (225) 342-6578 Fax (225) 342-6593
www.state.la.us/osp/NIGP/index.htm



Louisiana Chapter
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

Reverse Trade Show

Friday, September 15, 2006



LA Department of Environmental Quality
602 N. Fifth Street, Baton Rouge, LA
(Galvez Building)

Oliver Pollock Room

Parking is available in the North St. garage across the street from the
Galvez Conference Center (corner of North & 5th)

Tentative Schedule

8:00 – 9:00	Office of State Purchasing –“How to do Business”
9:15 – 10:15	PTAC - Procurement Technical Assistance Center
10:30 – 11:30	Department of Economical Development
11:30 – 1:00	Lunch on your own
1:00 – 4:00	Reverse Trade Show

What is a Reverse Trade Show? It's an opportunity for agencies to hold an "Expo" for the vendors. Agencies set up individual tables and give vendors an opportunity to meet one on one and find out "how to do business with" each Public Purchasing Group represented. Some organizations will have back-drops & giveaways while others will have business cards and themselves. The main goal is to provide a new opportunity to vendors to meet with different government purchasers in one convenient location.

VENDOR APPLICATION

NIGP EDUCATIONAL CONFERENCE & VENDOR EXPOSITION September 14, 2006

Company Name _____

Address _____
Street or P.O. Box City State Zip Code

Telephone Number: _____ Fax Number: _____ E-Mail Address: _____

Representatives Attending Lunch (2 @ No Charge): _____

Other Representatives (\$20.00 each): _____

Booth Fee is \$500.00 if registering by June 30, 2006. Fee is \$550.00 if registration form is received on or after July 1, 2006. All fees due by Aug. 21, 2006. (See Vendor Agreement for cancellation charges)

Electrical power strip needed for booth: Yes _____ (additional \$50.00 charge)
(110 volt, 4 outlet)

No _____

Vendors may purchase advertisements in the conference program as follows:

_____ Full page advertisement - \$300.00.

_____ Half-page advertisement - \$150.00.

_____ Quarter-page advertisement - \$75.00

* If purchasing advertisement, submit all clean ad copy by mail (or via email) by August 21, 2006. Ads received after this date may not be included in program.

Signature: _____ Title: _____ Date: _____

_____ I would be interested in sponsoring a meal, event, or refreshments for the conference instead of (or in addition to) an exhibit. Please contact me with further information.

Make Checks Payable to: LA NIGP

* PLEASE MAIL BUSINESS CARD WHEN YOU SEND IN YOUR APPLICATION. THIS WILL BE SCANNED & PUT IN THE CONFERENCE PROGRAM.

Mail to: Jamie Foil
PO Box 4445
Baton Rouge, LA 70821

OR FAX TO: : (225) 673-2224

NIGP EDUCATIONAL CONFERENCE & VENDOR EXPOSITION

September 14, 2006

Company Name _____

Address _____
Street or P.O. Box City State Zip Code

Telephone Number: _____ Fax Number: _____ E-Mail Address: _____

_____ I would be interested in contributing something for the Silent Auction. I am interested in contributing _____. Please contact me with further information. (Vendors who contribute items for the Silent Auction will be recognized in the program)

_____ I would be interested in contributing items for Chapter use. I am interested in contributing _____. The dollar value I am assessing to the item(s) contributed is \$_____. Please contact me with further information. (Vendors who contribute items for Chapter Use will be given an ad in the program equal to the stated dollar value of their contribution as follows: Full page advertisement - \$300.00, Half-page advertisement - \$150.00, Quarter-page advertisement - \$75.00)

_____ I would be interested in contributing refreshment items. I will contribute _____. The fair market value for these items is \$_____. Please contact me with further information.

_____ I am interested in getting an ad in the program.
☐ ¼ page (\$75.00) ☐ ½ page (\$150.00) ☐ Full page (\$300.00)
Please contact me with further information.

_____ I am interested in making a cash contribution to the LA NIGP Chapter in the amount of \$_____ to help offset the costs of the Products Expo. (Vendors making a cash contribution will receive recognition/advertisement in the program)

* Please submit all clean ad copy, using the format described, by mail (or via email) by Aug. 21, 2006. Ads received after this date may not be included in the program.

Signature: _____ Title: _____ Date: _____

Mail to:
Jamie Foil, Conference Coordinator
PO Box 4445
Baton Rouge, LA 70821
Fax: (225) 673-2224

Other Types of Participation in 2006 Products Exposition

- **Silent Auction Items:** The silent auction is one of the newest additions to our Expo. Silent Auction items should be something that people will want to bid on. Unlike in purchasing, the highest bid wins! Any item contributed to this event will secure a special mention in our program. Items should be valued at \$25.00 and up.
- **Advertisements:** Keep your company name in the forefront of our members' minds with program ads. Format as follows:

JPEG - Minimum 150 DPI

¼ page ad, imprint size, H 5 1/8" ; W 3 5/8"

½ page ad, imprint size, H 5 1/8" ; W 8"

Full page ad, imprint size, H 10 ½" ; W 8"

- **Items for Chapter Use:** You can contribute items for the chapter to use in preparing for the conference. Some of these items might include copy paper, plastic binding combs, color copying, etc. Advertisements in the program will be given in exchange for these products and services and will be based on fair market value.
- **Refreshments:** Water, cold drinks, iced tea and ice are the items needed for this conference. Any contribution of this nature will be compensated via advertisement(s) in the program. Number and size of ad will be based on fair market value of the products.

ASK THE CONFERENCE COORDINATOR ABOUT DETAILS ON ANY OR ALL OF THESE!!



Spice It Up

**LA Chapter of NIGP
September 14, 2006
4:00 pm – 6:00 pm**

*You are invited to “spice it up”
with the LA Chapter of NIGP in Gonzales -
the Jambalaya Capitol of the World*

One of the highlights of the Products Expo is a reception where chapter members and vendors can network in a relaxed atmosphere. The 2006 reception will be an evening of good food, fun, and music. The dress attire is casual.

Please complete the attached form and mail it along with your check, made payable to LA NIGP, on or before August 21, 2006 to LA Chapter NIGP - 2006 Reception, PO Box 4445, Baton Rouge, LA 70821, Attn: Jamie Foil

NIGP PRODUCTS EXPO SEPTEMBER 14, 2006

Agreement between LA National Institute of Governmental Purchasing and Exhibitor

The Louisiana Chapter of the National Institute of Governmental Purchasing, hereinafter referred to as LA NIGP, represented by Jamie Foil, Events Coordinator, and _____, hereinafter referred to as Exhibitor, represented by _____, agrees to the following terms and conditions:

The Products Exposition is being held to allow vendors to advertise and promote their products and/or services to members of LA NIGP who are purchasing agents or representatives of state, parish, and city government agencies and universities. The Products Exposition will be held at the Lamar Dixon Exposition Center, Trade Mart Building, Gonzales, LA, 70737 on Thursday, September 14, 2006. **The exposition will have a morning and afternoon shift, and will include a luncheon for all Exhibitors and conference participants together.**

There will also be a **Reception** for vendors and delegates that same evening. This reception will be held in the same building at Lamar Dixon, and will be an excellent opportunity for vendors and delegates to mingle on an informal basis. Sponsorships of this reception are available. ([See enclosed flyer](#)).

Vendor Registration/Information packets will be available for pickup on Wednesday afternoon/evening at the LA NIGP Registration Counter at the Trade Mart Building. If not picked up on Wednesday, the packets will be placed in your booth the morning of the Expo.

Exhibitors will be allowed to set up exhibits starting Wednesday evening, September 13, and also early Thursday morning, September 14, prior to the opening of the Expo. Exhibits must be removed Thursday afternoon, September 14. More specific times will be provided to registered vendors closer to the time of the Expo.

Included in the exhibition fee is a 10' x 10' exhibit booth area with one skirted 6' wooden table, 2 chairs, your company name sign, wastebasket, acknowledgement in the conference

program of company name and representative(s), and a LA NIGP Chapter membership roster on CD with names, addresses, and phone numbers of all currently registered LA NIGP members. Also included in the exhibition fee is the luncheon on Thursday afternoon, and the reception on Thursday evening, (up to two (2) representatives for each event). For any participants over two, an additional charge of \$20 per person for each event will be assessed. There will also be a [Reverse Trade Show](#) to be held on Friday, Sep. 15, and several educational classes geared specifically for vendors on Friday.

Standard booth fee does NOT include electrical service. There will be an additional \$50.00 charge to supply one 110-volt electrical power strip and extension cord. Please indicate on the Registration form if you need electricity, and include the additional charge in your registration fee.

If you will require additional tables, chairs, skirting, etc., you may either bring your own, or these items will be available from our pipe and drape contract vendor the day of the Expo at an additional charge to be determined by the pipe and drape vendor.

Any electrical needs beyond the standard 110-volt outlet as listed above are to be made directly with the Lamar Dixon Expo Center at 225-621-1700.

Space Assignment:

Space will be assigned to exhibitors according to a priority system based on earliest received applications. However, LA NIGP reserves the exclusive right to make the space assignments, and also reserves the right to change the space assignments after acceptance of the application should it be deemed necessary and in the best interest of the Exposition.

Payments and Cancellations:

Early Bird discount exhibition fee for a booth is \$500.00 if registration form is received by JUNE 30, 2006. Exhibition fee is \$550.00 if registration form is received on or after JULY 1, 2006. (Registration form and signed contract only must be received by this date). Final payment for all booth and advertisement fees is due AUGUST 21, 2006. After Aug. 21, NIGP reserves the right to cancel and re-assign any booths for which payment has not been received by this date.

If a vendor cancels his booth on or prior to AUGUST 21, 2006, a full refund will be made of any fees paid. Cancellations received after AUGUST 21, 2006 will be charged a \$100.00 cancellation fee, regardless of whether booth has been paid for or not. No refunds for cancellation will be made after SEPTEMBER 4, 2006.

Upon notification of cancellation, LA NIGP reserves the right to rent the exhibit space vacated.

Available Sponsorships:

Social/Reception: [See enclosed flyer.](#)

Luncheon:

\$500 - \$999 – vendor receives a full-page advertisement in Conference Program, name on marquee at event, and public recognition at the event.

\$1000 and up – Vendor receives 2 full-page advertisements in Conference Program, name on marquee at event, is seated at the head table, and is allowed up to 5 minutes to address attendees.

Advertisements:

In addition to exhibit space and acknowledgement in the conference program, Exhibitors also may **purchase advertisements** in the Event **Program** at the following rates:

Full Page Advertisement: \$300.00

Half Page Advertisement: \$ 150.00

Quarter Page Advertisement: \$ 75.00

Payment for booths and advertisements, as well as all ad copy, is due by August 21, 2006.

Ads received after this date are not guaranteed inclusion in the conference program. The program will be an 8-1/2 x 11 booklet. Ads should be sent via email, or mailed on a diskette or CD-Rom. Acceptable ad format(s) are enclosed on a separate sheet.

Vendor Application, Ads, and checks made payable to LA NIGP are to be mailed to:

Jamie Foil
Events Coordinator
c/o LA NIGP
P.O. Box 4445
Baton Rouge, LA 70821

Fax: (225) 673-2224

Exhibit Standards:

The Louisiana Chapter of NIGP and the Products Expo Chairperson shall have the right to prohibit or require modification of any exhibit that in their opinion is not suitable to or in keeping with the character or purpose of the Exposition.

Safety:

Fire regulations require all display materials used for decorations must be flameproof. Any electrical equipment including signs and lights, should be in good operating condition and able to pass the inspection of the local fire department. Each Exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the Exposition.

Use of Exhibit Space:

Exhibitors shall reflect their company's highest standard of professionalism while maintaining the space during show hours. All demonstrations and exhibits must be confined to the assigned space. No Exhibitor shall assign, sublet, or share the whole or any part of his space.

Indemnification:

The Louisiana Chapter of NIGP, Events Coordinator, Products Expo Chairperson, Conference Chairperson, Lamar Dixon Expo Center, official service contractors, their members, representatives and/or employees thereof shall not be responsible for injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property, from any cause whatsoever, prior, during, and subsequent to the period covered by this application.

The Louisiana Chapter of NIGP and Events Coordinator, Products Expo Chairperson, Conference Chairperson, Lamar Dixon Expo Center, official service contractors, their agents and employees shall not be liable for failure to hold Exposition as scheduled. Payment for exhibit space will be returned in the event the Exposition is canceled because of fire; act of God; public enemy; strike; epidemic; any law/regulation, or public authority which makes it impossible to hold the Exposition.

Exhibitor agrees to maintain such insurance that will fully protect, indemnify, save and hold harmless the Louisiana Chapter of NIGP, Board and Committees, its officers, agents, servants, members and employees, including volunteers for the Exposition, and the Lamar Dixon Expo Center, from and against any and all claims, demands, expense, and liability arising out of

injury or death to any person, or the damage, loss or destruction of any property which may occur or in any way grow out of any act of omission which may arise in connection with the installation, operation, or dismantling of the Exhibitor's display.

Exhibitor is fully responsible for any and all costs incurred due to damage to the facility housing the Exposition, caused or created by the Exhibitor. Additionally, the Exhibitor agrees to protect, save, and hold harmless the Louisiana Chapter of NIGP, Events Coordinator, Products Expo Chairperson, Conference Chairperson, and the conference facility from any loss, liability, and/or damage whatsoever, caused by or created by the Exhibitor, to the facility housing the Exposition, or any part thereof, directly or indirectly. Damage to inadequately packed property is the Exhibitor's sole responsibility.

Exhibitors are advised to add to their existing insurance coverage a portal-to-portal rider at a nominal cost, protecting them against loss/damage to their materials by fire, theft, accident, etc.

I have read, and agree to all provisions, rules and regulations stated on the previous pages. In witness whereof, this agreement is signed and entered into on this _____ day of _____, 2006.

Exhibitor

Company

LAMAR DIXON EXPO CENTER:

From New Orleans: Take I-10 West to Gonzales, LA. Exit No. 177 (La Hwy 30). Turn left and go back under interstate. Go through light under Interstate and light at Tanger Blvd. Turn left on St. Landry Road. Lamar Dixon is a short way down on the right. TradeMart Building.

From Baton Rouge: Take I-10 East to Gonzales, LA. Exit No. 177 (La Hwy 30). Turn right. Go through light at Tanger Blvd. Turn left on St. Landry Road. Lamar Dixon is a short way down on the right. TradeMart Building.

<http://www.lamardixonexpoctr.com/map.php>



Welcome to Gonzales, La.....

<http://www.gonzalesla.com/index.html>

Local Hotel Information:

Room rate prices have not been negotiated with any hotel, and rooms are subject to availability. Please make reservations on your own at one of these or any hotel you prefer. If you choose to stay in Baton Rouge, it is about a 30-45 minute drive to Gonzales depending on traffic.

Gonzales Hotels:

(all within 5 minutes of Lamar Dixon Expo Center)

Holiday Inn Gonzales: 1500 W HWY 30 888 HOLIDAY (888) 465-4329

<http://www.ichotelsgroup.com/h/d/hi/1/en/hd/gnzla>

Supreme Inn & Suites: 2539 W Hwy 30 225-644-3600

<http://www.supremeinn.com/gonzales.htm>

America's Best Inn Gonzales: 2412 Veterans Rd (800) 237-8466

<http://www.roadsideamerica.com/hotels-motels/hotelinfo/90388.html>

Highland Inn: 1740 W Hwy 30 225-647-5700

<http://www.highlandinnngonzales.com/>

Western Inn: 1712 W Hwy 30 225-644-3114

<http://travels.priceline.com/hotel/overview->

[United States Louisiana Gonzales Western Inn Gonzales-4517305.html](http://travels.priceline.com/hotel/overview-United States Louisiana Gonzales Western Inn Gonzales-4517305.html)

Best Western Gonzales: 1918 W Hwy 30 225-647-2001

<http://www.roadsideamerica.com/hotels-motels/hotelinfo/3718.html>

Budget Inn: 2142 W Hwy 30 225-644-2000

<http://www.gonzalesla.com/hotels.html>

(picture and address only)

"Spice it Up" Vendor Registration

Lamar Dixon - Gonzales, LA

September 14, 2006

COMPANY NAME:	
CONTACT PERSON:	
PHONE:	FAX:
EMAIL:	

VENDORS WITH A BOOTH AT THE EXPOSITION WILL BE ENTITLED TO TWO (2) FREE ADMISSIONS TO THE RECEPTION. ADDITIONAL COMPANY REPRESENTATIVES, MAY ATTEND AT A COST OF \$25.00 EACH.

HOW MANY REPRESENTATIVES ATTENDING: _____ (MAXIMUM 2 FREE – WITH BOOTH AT EXPO)

ADDITIONAL REPRESENTATIVES ATTENDING: _____ @ \$25.00 EACH = TOTAL \$ _____

Sponsorship for the "Spice it Up" Reception

VENDORS WITH BOOTHS AT THE EXPOSITION MAY PARTICIPATE IN SPONSORSHIP IN THIS EVENT FOR \$200.00. THE SPONSORSHIP WILL INCLUDE ONE (1) ADDITIONAL ADMISSION TICKET, A RECOGNITION SIGN IN THE RECEPTION AREA AND ACKNOWLEDGEMENT IN THE PROGRAM FOR THE SPONSORSHIP.

_____ SPONSORSHIP(S) @ \$200 = TOTAL \$ _____

HOW MANY REPRESENTATIVES ATTENDING: _____ (MAXIMUM 1 FREE W/EACH \$200 SPONSORSHIP PLUS 1 BOOTH AT EXPO)

VENDORS WITHOUT BOOTHS AT THE EXPOSITION MAY PARTICIPATE IN SPONSORSHIP IN THIS EVENT FOR \$500.00. THIS SPONSORSHIP WILL INCLUDE TWO (2) FREE ADMISSION TICKETS, A RECOGNITION SIGN IN THE RECEPTION AREA AND ACKNOWLEDGEMENT IN THE PROGRAM FOR THE SPONSORSHIP. ADDITIONAL COMPANY REPRESENTATIVES MAY ATTEND AT A MINIMUM COST OF \$50.00 EACH.

_____ SPONSORSHIP(S) @ \$500 = TOTAL \$ _____

HOW MANY REPRESENTATIVES ATTENDING: _____ (MAXIMUM 2 FREE W/EACH \$500 SPONSORSHIP)

ADDITIONAL REPRESENTATIVES ATTENDING: _____ @ \$50.00 EACH = TOTAL \$ _____

REPRESENTATIVE OF A COMPANY NOT PARTICIPATING IN EITHER THE EXPOSITION OR AS A SPONSOR OF THIS EVENT MAY ATTEND THE RECEPTION AT A COST OF \$100.00 PER COMPANY REPRESENTATIVE.

REPRESENTATIVES ATTENDING: _____ @ \$100.00 EACH = TOTAL \$ _____

GRAND TOTAL FOR SPONSORSHIP

GRAND TOTAL FOR ALL REPRESENTATIVES ATTENDING

GRAND TOTAL

AMOUNT ENCLOSED (MINIMUM \$100 NON-REFUNDABLE DEPOSIT)
(MUST BE MAILED ON OR BEFORE AUGUST 21, 2006)

REMAINING BALANCE DUE

(MUST BE PAID BY SEPTEMBER 14, 2006)

\$
\$
\$
\$
\$



Louisiana Chapter

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

TO: Expo Vendors
10th Annual Products Expo

FROM: LA NIGP Board of Directors

RE: Code of Governmental Ethics

Some of you would like to give door prizes at your booth during the Products Expo scheduled for Thursday, Sep. 14, 2006.

Please be aware that any door prize given to government employees according to R. S. 42:1111A and 1115 of the Code of Governmental Ethics **must be limited to promotional items having no substantial resale value.**

As much as we appreciate your interest in making the Expo more exciting by giving great door prizes, we as state employees are not allowed to accept anything of "economic value" from our vendors.

If you have any questions or concerns, please contact the Events Coordinator, Jamie Foil, at (225) 907-3718.

We look forward to seeing you at the Expo in September!